


## FILING A DOCUMENT/DOCKETING- OTHER \*\*EXAMPLE: AFFIDAVIT\*\*

The following instructions will guide you through the process of filing and docketing a miscellaneous document or an “Other” event in the Electronic Case Filing (ECF) system.

**STEP 1** Select **Bankruptcy** from the Main Menu, and then click on **Other** hypertext link.

**STEP 2** The **Case Number** entry screen appears.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the word "Miscellaneous". The main content area is white and contains a "Case Number" label above a text input field. The input field contains "02-00011" and has a small hint text "99-12345, 1-99-bk-12345 or 1-99-bk-12345" to its right. Below the input field are two buttons: "Next" and "Clear".

- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

**STEP 3** This screen allows you to select the type of pleading being filed.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the word "Miscellaneous". The main content area is white and contains a link "02-00011 RACE HORSE". Below the link is a dropdown menu. The dropdown menu is open, showing a list of options: "20 Largest Unsecured Creditors", "Affidavit", "All Schedules & Statement of Affairs", "Amended Creditor Matrix (Fee)", "Amended Petition", "Amendment", "Amendment to Schedule A", and "Amendment to Schedule A". Below the dropdown menu are two buttons: "Next" and "Clear".

- ◆ Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting.

**STEP 4** This screen allows you to select whether or not you are filing the motion/application with a joint attorney.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the word "Miscellaneous:". The main content area is white and contains a link "02-00011 RACE HORSE". Below the link is a checkbox labeled "Joint filing with other attorney(s)". Below the checkbox are two buttons: "Next" and "Clear".

This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen by clicking **[Next]** and proceed to **Step 5**.

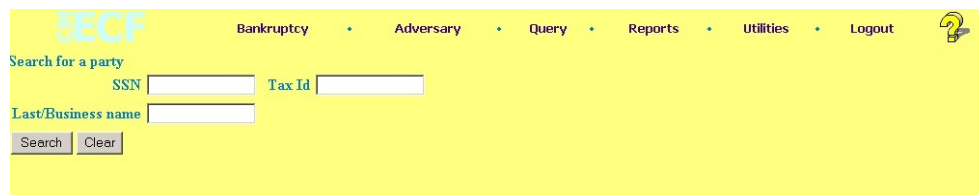
- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.

## STEP 5 Select the Party screen appears



- ◆ If the name of party/filer is listed, click on the name(s), click on **Next** and then proceed to **Step 8**. [If the selection box is full, use the scroll arrows to further search for the party name(s)]  
*To select more than one name from the list, hold down the Ctrl key and use your mouse to click on the names.*
- ◆ If the name of party(s) is not listed, click on **Add/Create New Party**

The **Search for a party** screen appears.



- ◆ Enter a social security number (SSN), Tax Id number or one to four letters of the party's last name or business name (using upper case characters). Click on **Search**
- ◆ The **Search for a party (party results)** screen appears

- ◆ If name(s) is not listed, click on **Create New Party** and proceed to **Step 6**.
- ◆ If the name(s) is listed, click on it. Click **Select name(s) from list**.
- ◆ Party's information appears for verification and modification, if necessary.  
[This screen appears every time you select a party that exists or has been added to the system.]
- ◆ Click on drop box, **Role**, to select appropriate party role, (i.e., Debtor, Creditor, etc.).
- ◆ To add **Party Text**, such as A Montana Corporation, do so now in box provided
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Proceed to **Step 8**.

**STEP 6** The **Party Information** screen appears:

- ◆ Enter the party information in appropriate fields. Use the *Last Name* field for last name or full business name, then press the tab key to advance to the *First Name* field and enter first name. Proceed to the **Role** field by clicking on the arrow to the right of the box to select the new person's role, (i.e., Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

**STEP 7** The **Select the Party** screen appears with your party highlighted. Click on **Next**.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Miscellaneous:" followed by a link "02-00011 RACE HORSE". The main content area is yellow and contains the heading "Select the Party:". Below this heading is a list box with four entries: "FIRST INTERSTATE BANK (cr cr)", "HORSE RACE (plv do)", "JENSEN, NEAL (ustust)", and "SAMSON, RICHARD (tr tr)". The entry "JENSEN, NEAL (ustust)" is highlighted. To the right of the list box is a link "Add/Create New Party". At the bottom of the list box are two buttons: "Next" and "Clear".

**STEP 8** The **attorney/party association** screen appears.

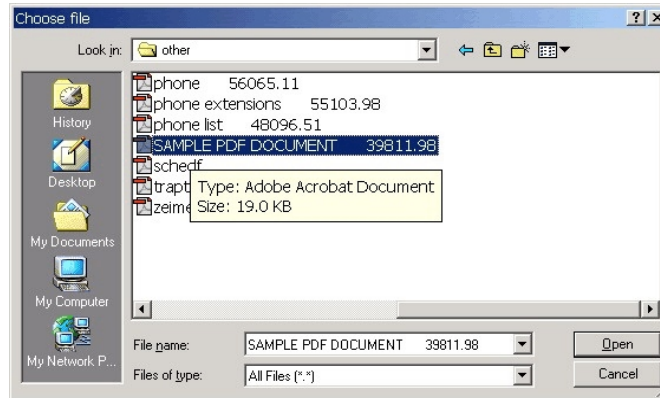
The screenshot shows the ECF interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Miscellaneous:" followed by a link "02-00011 RACE HORSE". The main content area is yellow and contains the text "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a checkbox labeled "JENSEN, NEAL(ustust) represented by SAMSON, RICHARD (aty)". At the bottom of the page are two buttons: "Next" and "Clear".

**NOTE FOR ASSOCIATION:** Click the box to associate the attorney with the party added/selected. Click **NEXT** to continue. [You may receive this message if an attorney has not previously been associated with the party].

**STEP 9** **Select the PDF Document** screen appears.

The screenshot shows the ECF interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Miscellaneous:" followed by a link "02-00011 RACE HORSE". The main content area is yellow and contains the text "Select the pdf document (for example: C:\199cv501-21.pdf).". Below this text is a label "Filename" followed by a text box containing "W:\imaging\other\SAMPLE PDF DOCL" and a "Browse..." button. Below the text box is a label "Attachments to Document:" followed by two radio buttons: "No" and "Yes". At the bottom of the page are two buttons: "Next" and "Clear".

- ◆ Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**. The Choose file screen will appear:



- ◆ Change **Files of type:** to Acrobat [\*.pdf] or All Files.
- ◆ Change **File name:** to appropriate drive where document is located.
- ◆ Click on file name to be associated with this entry. Right click and **Open** to view document.
- ◆ Double Click or Click on **Open**. The following screen appears:

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Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

W:\imaging\other\SAMPLE PDF DOCL

**Attachments to Document:** ☐ No ☒ Yes

**If there are attachments to document, e.g. exhibit, appendix, etc.**

- ◆ Click on the radio button next to **Yes**.
- ◆ Click on **Next**.

**STEP 10 Select one or more attachments** screen appears. All exhibits must be attached at this screen:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

W:\imaging\other\SAMPLE PDF.DOC

2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Affidavit"/>	<input type="text" value="Joe Banker, First Citizens Bank"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Select the filename of your attachment by using **Browse**.
  - ◆ Click on the ▼ down arrow next to **Type** and click on type of attachment.
  - ◆ Click in **Description** box and type in any additional description.
  - ◆ Click on **Add to List**.
  - ◆ Continue to *Add Attachments* using the above steps as necessary.
  - ◆ Once all attachments have been added, click on **Next**.
- If there are no attachments to document:**

- ◆ Click on **Next**

**STEP 11 Reference an Existing Document** screen appears:

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**Miscellaneous:**

02-00011 RACE HORSE

☒ Does this filing refer to an existing document in this case? (If yes, click on the box)

NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

**Complete The Docket Window With The Name Of The Document To Which This Affidavit Refers**

- ◆ Click on box if the filing refers to an existing document.
- ◆ Click on **Next**. The following screen appears:

**Note:** You are instructed to complete the final docket text window with the name of the document to which the Affidavit refers.

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**Miscellaneous:**  
[02-00011 RACE HORSE](#)

Please select the category of documents to which your document refers.

misc  
**motion**  
 notice  
 order

Next Clear

- ◆ Click on the ▲ up and ▼ down arrow to select the category of documents to which your document refers.
- ◆ Click on **Next**. The following screen appears:

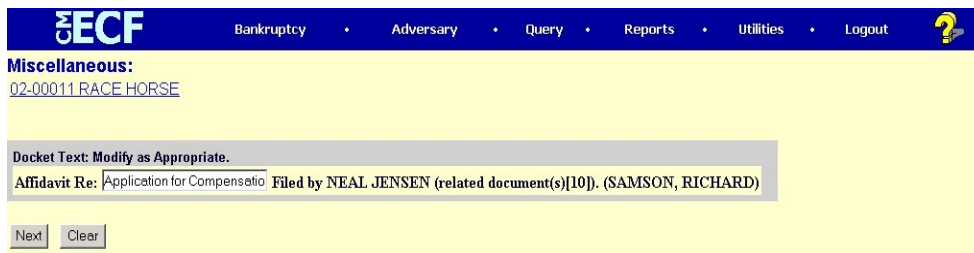
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**Miscellaneous:**  
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Include	Date	#	Docket Text
<input type="checkbox"/>	10/30/2002	5	Motion to Modify Stay Receipt Number PAID, Fee Amount \$75. Filed by FIRST INTERSTATE BANK. (Hanley, Coleen)
<input type="checkbox"/>	11/01/2002	9	Amended Application to Employ Richard Samson as Attorney for Trustee Filed by RICHARD SAMSON. (SAMSON, RICHARD)
<input checked="" type="checkbox"/>	11/01/2002	10	Application for Compensation (Ch 7) for RICHARD SAMSON, Trustee's Attorney, fee: \$1500.00, expenses: \$1100.00. Filed by RICHARD SAMSON. (SAMSON, RICHARD)
<input type="checkbox"/>	11/01/2002	11	Motion to Convert Case to Chapter 7 Receipt Number cc, Fee Amount \$15., Motion to Dismiss Case Filed by RICHARD SAMSON. (SAMSON, RICHARD)
<input type="checkbox"/>	11/14/2002	12	Motion to Dismiss Case Filed by RICHARD SAMSON. (SAMSON, RICHARD)
<input type="checkbox"/>	11/14/2002	13	Motion to Extend Time to Object to Discharge, Motion for Leave to Appeal Filed by RICHARD SAMSON. (SAMSON, RICHARD)
<input type="checkbox"/>	11/14/2002	14	Motion to Modify Stay Receipt Number CC, Fee Amount \$75. Filed by RICHARD SAMSON. (SAMSON, RICHARD)
<input type="checkbox"/>	11/14/2002	15	Motion for Adequate Protection, Motion to Modify Stay Receipt Number CC, Fee Amount \$75. Filed by RICHARD SAMSON. (SAMSON, RICHARD)
<input type="checkbox"/>	11/18/2002	23	Application to Employ Richard Samson as Attorney for Trustee Filed by RICHARD SAMSON. (SAMSON, RICHARD)
<input type="checkbox"/>	11/18/2002	24	Application for Compensation (Ch 7) for RICHARD SAMSON, Trustee's Attorney, fee: \$1500.00, expenses: \$1100.00. Filed by RICHARD SAMSON.

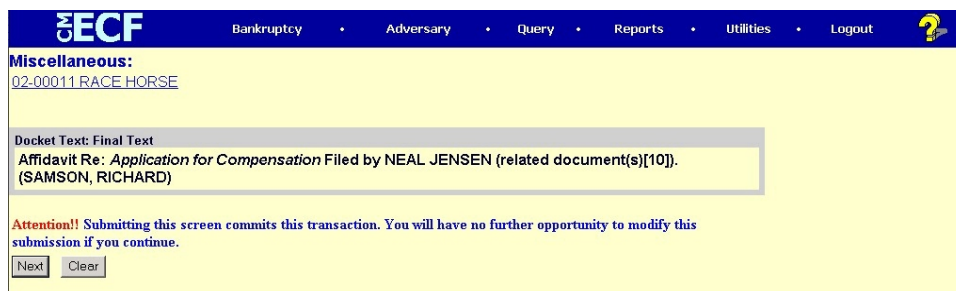
- ◆ Scroll through the documents and click in the box of the related document.
- ◆ Click on **Next**.

**STEP 12 Docket Text: Modify as Appropriate** screen appears.



- ◆ Type the name of the document to which the Affidavit refers in the docket text window.
- ◆ Click on **Next**.
- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

**STEP 13 Docket Text: Final Text** screen appears.



- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

## Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Miscellaneous:**  
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Notice of Electronic Filing

The following transaction was received from SAMSON, RICHARD entered on 11/22/2002 at 1:51 PM MTN and filed on 11/22/2002

Case Name: RACE HORSE  
Case Number: [02-00011](#)  
Document Number: [21](#)

**Docket Text:**  
Affidavit Re: Application for Compensation Filed by NEAL JENSEN (related document(s)[10]). (SAMSON, RICHARD)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**W:\maging\Archive\Friday\ap-n7-01-33787 31184 48.pdf  
**Electronic document Stamp:**  
[STAMP bkccfStamp\_ID=986323682 [Date=11/22/2002] [FileNumber=426-0] [438e7f1e5c32f5d12d7dbce649c2ce39a08484bd7ae1de1056d8a8d34f98a96811cc5f31d46765384163130263d2b72b14b0441becbd23f9e4d0f5e92fe4b7]]

**02-00011 Notice will be electronically mailed to:**

JAMES A. PATTEN japatten@yahoo.com  
RICHARD SAMSON samsomrj@yahoo.com,

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

#### **Print receipt**

- ◆ Click on **File** at top of Internet Explorer screen and select **Print, or**
- ◆ Click on the Printer Icon at the top of the page.

*[Note: It is highly suggested that copies of receipts be maintained for your records]*

